

## Workforce Readiness Director

### Position Description

Updated: May 2019

**Function:** Monitors and evaluates on a continuing basis state and local activities concerning workforce readiness issues, and works with chapter workforce readiness advocates to plan and encourage chapter involvement and activities impacting the workforce readiness arena. Presents a report or update to the State Director and members on workforce readiness developments, issues, and/or initiatives.

**Responsible To:** The State Director

### Responsibilities:

1. Serves as a voting member of the State Council and is expected to attend and participate in all meetings of the Council.
2. Serves as advocate for workforce readiness on state council and at other professional meetings and assists chapters in coordinating programs and other chapter activities on workforce readiness.
3. Identifies and evaluates issues which impact workforce readiness and develop goals for State Council strategy.
4. Provides reports on issues to State Council members and serves as advocate at State Council activities for workforce readiness programs.
5. Serves as a resource for State Council on workforce readiness issues and provides leadership to the chapters on these issues.
6. Monitors state and local activities concerning workforce readiness, workforce investment authorization, welfare-to-work, and education partnerships. Provides timely information on these issues to the State Director.
7. Works with the SHRM staff liaison on workforce readiness issues.
8. Develops and supports workshops and seminars which address workforce readiness initiatives and issues.
9. Provides special recognition for chapter members and for state and local programs that provide betterment of the workforce.
10. Responds to any other requirements of the State Director and SHRM staff liaison for workforce readiness.
11. Active member of the State Conference Committee and assists in the planning and coordination of the annual ND SHRM State Conference
  - a. Oversee vendor and sponsorship activities for the State Conference
12. Responds to any other requests of the State Director.
13. This position is designated as a SHRM "Core Leadership" position.

### Requirements:

1. Must be an SHRM member in good standing. SHRM certification highly desirable.
2. Election is made by the governing body of the State Council.
3. Attendance required at 75% of State Council meetings via phone or in person

# North Dakota SHRM State Council



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Affiliate of Society for Human Resource Management

4. Serves a two-year term beginning the first day of January in year one of the term, and ending the last day of December in year two of the term. May be reelected for an additional two-year term for a total service of four years.

*I acknowledge I have reviewed the job description for my position and understand the responsibilities for my position.*

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*Signature*

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*Date*



*The North Dakota SHRM State Council supports the human resources profession across North Dakota by providing leadership, connections, development opportunities and resources.*